

# Image Services by “Solutions”

## Tips, Tricks and Techniques

### How to find My Checked Out Documents

#### Introduction

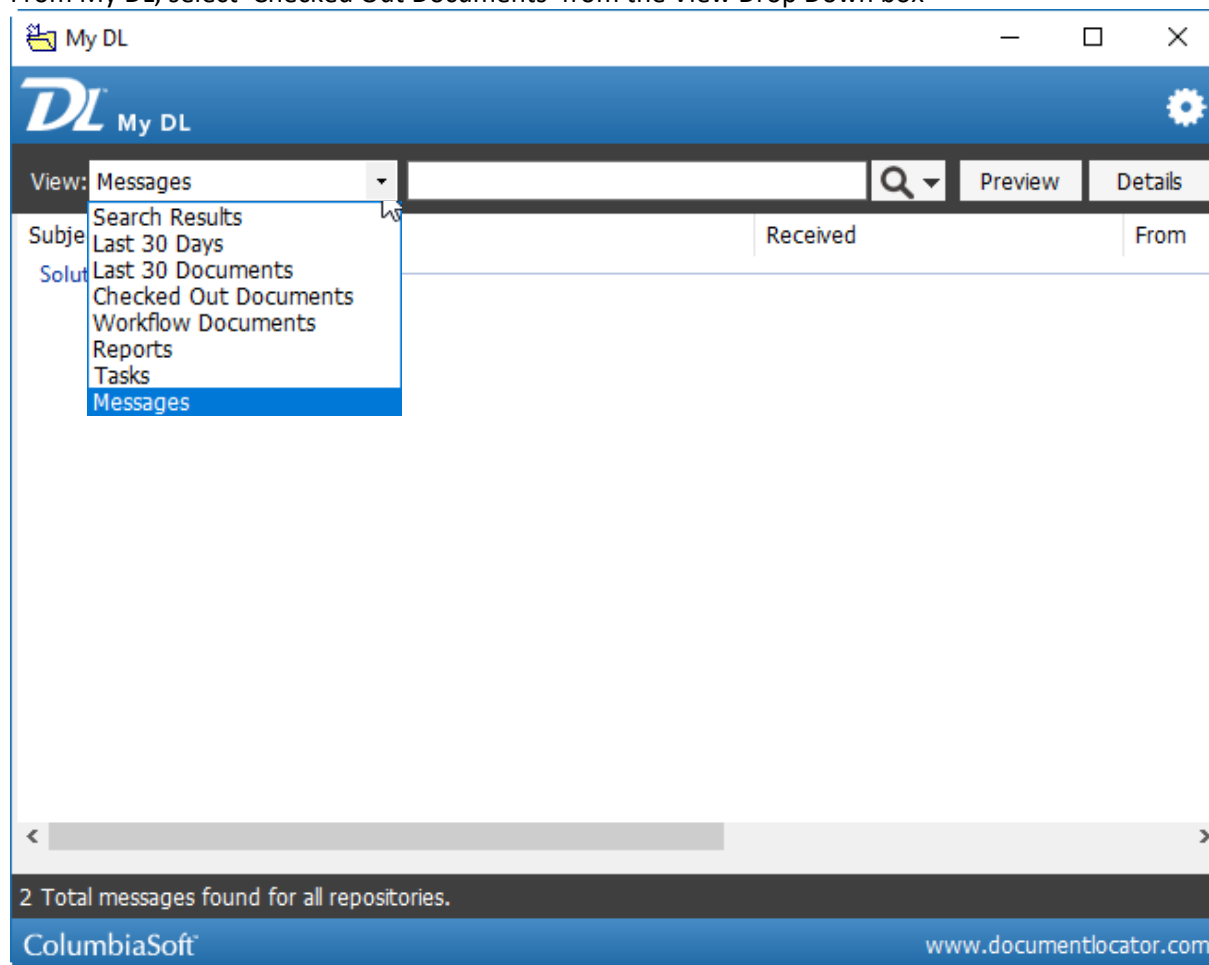
This describes how to get a list of documents checked out by the current user.

#### How To

From the Desktop Client Open My DL by Clicking on the DL logo on the far left of the DL Tool Bar.



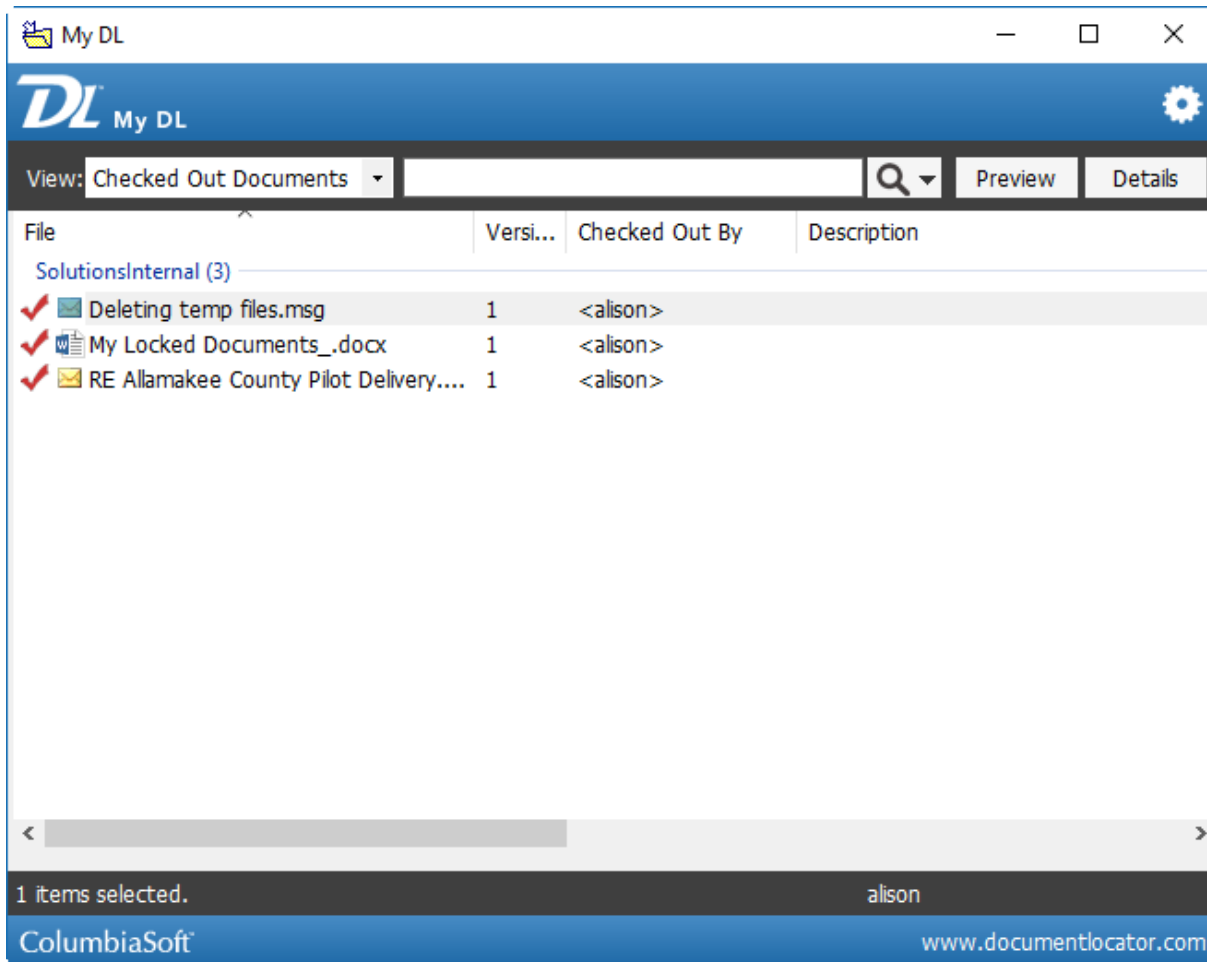
From My DL, select 'Checked Out Documents' from the View Drop Down box



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You can use the Preview and Details buttons on the right to get more information about the document. You can right click on a document and undo the check out.

### More Information:

You can also start MY DL from windows. Click on the Start icon



and they type MY DL in the search box. Click on the application to open it.

For a brief introduction to MY DL , go to <https://columbiasoftconnect.com/videos-features-intromydl>

You will need a ColumbiaSoft Connect username to view videos. If you do not have a username, take the option to Create a New Account when prompted to log in. If you want assistance, please contact “Solutions” support.